

Event notification form

If you are organising an event please complete the event notification form and consider whether you need to complete an event management plan. Best practice is to produce a plan as it will help with event management and delivery.

You may then be asked to attend a Safety Advisory Group meeting. This meeting is voluntary and is designed to help your event run smoothly and safely. We aim to provide the right level of advice to ensure your event is safe, and our advice and any decisions are proportionate to the event.

We will advise event organisers and make recommendations but it is an organiser's responsibility to implement the actions.

If there is a disagreement between the Safety Advisory Group and the organisers and there is a risk to public safety then individual SAG members may decide to act to resolve the issue. This decision is separate from the Safety Advisory Group.

How can I find out more?

Visit our [website](#) or [email](#) the SAG team who will be happy to help.



Safety Advisory Group



The SAG exists to help you run your event smoothly and safely in line with current legislation and with minimal disturbance on local residents and businesses.



The SAG is run by

Broadland District Council and South Norfolk Council and is made up of officers from your relevant local authority and county council,
Norfolk Constabulary,
East of England Ambulance Service,
Norfolk Fire and Rescue,
Security Industry Authority
National Highways.

The SAG is there to provide advice and guidance

in relation but not limited to –

- Security/stewarding
- Road closures
- Fire safety
- First aid
- Licensing
- Health and safety
- Emergency planning
- Safeguarding



What to do next...

Complete an [event notification form](#) and return to the [SAG](#). SAG members will review the form and provide advice. Further documentation may be required. If so, templates can be found on our [website](#). Search Safety Advisory Group South Norfolk and Broadland online.

Other practical advice

Your event may also require other documentation such as:



a site layout plan



risk assessment



and a range of management plans from traffic through to noise.

Plan Checklist:

- ☐ type of event
- ☐ contact details of organiser
- ☐ location of event and permission obtained
- ☐ event dates and times
- ☐ event outline
- ☐ event management structure
- ☐ contingency planning
- ☐ crowd management
- ☐ evacuation and emergency procedures
- ☐ communications
- ☐ traffic management
- ☐ licensing
- ☐ safety procedures and risk assessments
- ☐ fire precautions
- ☐ first aid
- ☐ welfare (toilets and watering stations)
- ☐ catering
- ☐ contractors
- ☐ temporary structures (stage / marquee)
- ☐ security/stewarding
- ☐ waste management
- ☐ lighting
- ☐ noise management
- ☐ lost children and vulnerable adults
- ☐ inflatables